

CITY OF DANBURY
REQUEST FOR PROPOSALS
“Insurance Advisory & Brokerage Services”
Bid #10-13-14-13

SCOPE

The City of Danbury is inviting the submission of proposals from qualified firms interested in providing insurance advisory and brokerage services, specifically, in group retiree health benefits.

Required capabilities include, but are not limited to:

- Developing retiree health benefit strategy based on city’s goals and objectives
- Evaluating/auditing existing or historical medical and Part D prescription plans
- Auditing claims
- Designing and implementing specific, *customized* medical and prescription drug solutions for pre-Medicare and post-Medicare retirees
- Structuring plans based on risk tolerance, funding preferences, and contractual obligations
- Designing/managing highly competitive RFPs of national carriers, health plans, third-party administrators, pharmacy benefits managers and other essential vendors
- Negotiating most-favorable contract terms from the vendors
- Vendor management and problem resolution
- Providing accounting, actuarial and regulatory counsel
- Communicating changes and transitions with city officials and affected retirees
- Analyzing/tracking market trending and legislative changes to ensure continuous strategy optimization
- Assessing, processing, and administering new government health programs for retirees.

Contract period will be one (1) year from the date of the award, and may be extended by mutual agreement one year at a time for a maximum of three (3) additional years.

PROPOSAL

Interested firms are requested to submit five (5) copies of their proposal to the Office of the Purchasing Agent, 155 Deer Hill Avenue, Danbury, CT 06810, during normal business hours by no later than 2:00 PM on Tuesday, November 12, 2013.

Envelopes should be marked Bid #10-13-14-13 "Proposals – Insurance Advisory & Brokerage Services"

The proposals are to include the following:

1. Qualification Data - to include company background, demonstration of a minimum of 10-years experience in group retiree health benefits advisory services, and at least five (5) references with contacts and phone numbers.
2. Work Approach – to include a complete detailing of your firm's process for providing the subject services – include a timeline for work to be performed and any/all requirements on the part of the City.
3. Fee Schedule – to include:
 - a fully-insured plan commission fee percentage
 - a self-funded plan administrative fee per participant per month
 - hourly rate(s) for any additional related consultation services
4. Certificate of Insurance - minimum of \$1 million professional liability
5. Service Agreement –submit a copy of your standard contract or letter of agreement that the City would be expected to execute

NOTES

1. Direct any questions regarding this RFP in writing to Mr. Charles Volpe, Purchasing Agent, 203-796-1527 (fax) or c.volpe@ci.danbury.ct.us
2. The City of Danbury reserves the right to reject any or all proposals and to award the contract to the firm deemed to be in the best interest of the City.